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Approved For Release 2001/08/09 : CIA-RDP78-05747A000100170071-3
(When Filled In)

62-1544

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

ILLEG B

TO:

Comptroller

FROM:

Chief, Operations and Liaison Branch

ALLOTMENT SYMBOL

PAY PERIOD

BEGINNING

ENDING

HOURS

EMPLOYEES

18 November 1961

80

10

2 December 1961

80

10

9 December 1961

80

10

16 December 1961

80

10

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

This overtime is necessary to eliminate the backlog caused by the move to the new building.

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ORIG CLASS 5 PAGES 1 REV CLASS C
JUST 22 NEXT REV 2010 AUTH HR 70-2

Orig Fiscal Division
11-15-61

DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

3 November 1961

Chief, Operations and Liaison Branch, FD

AUTHORIZATION

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

E. R. SAUNDERS, Comptroller

DATE AUTHORIZED

8 NOV 1961

7 NOV 1961

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